

Reference Number:	100-01-DD
Title of Document:	Electronic Communications System
Date of Issue:	April 29, 1987
Effective Date:	April 29, 1987
Last Review Date:	April 2, 2012 April 7, 2015
Date of Last Revision:	April 2, 2012 April 7, 2015 (REVISED)
Applicability:	DDSN Central Office, DDSN District Offices, DDSN Regional Centers, DSN Boards, Contracted Service Providers, Consumers and Their Families and the General Public

PURPOSE:

The purpose of this directive is to identify the requirement for a computerized communications system to support the management, filing and classification of all official Department of Disability and Special Needs (DDSN) policies and directives. The DDSN Commission Chairman, the State Director, the Associate State Directors, or the Director of Internal Audit may originate or declare obsolete these official documents. These documents must be approved by the DDSN Commission Chairman, the State Director, or his/ her designee.

The system requires a minimum review process of every three (3) years of such documents, thereby eliminating the circulation of out-of-date documents and the promulgation of accurate and timely documents that are intended to govern actual practice.

TYPES OF DOCUMENTS:

There are two types of documents within the DDSN Central Office document management system.

1) Commission Policy (CP)

A policy or philosophical statement issued by the DDSN Commission and implemented by ~~the Agency~~ DDSN. These constitute mandates from ~~the Agency's~~ DDSN's governing board.

2) Departmental Directive (DD)

A mandate requiring compliance by applicable DDSN Central Office, DDSN District Offices, DDSN Regional Centers, DSN Board or Contracted Provider staff. A directive may address policy and/or more specific implementation procedures.

ACCESS: Commission policies and departmental directives are available in "read only" format on the DDSN Website ~~under Directives and Standards~~ located at <http://www.ddsn.sc.gov/about/directives-standards/Pages/default.aspx>. Access ~~to these documents is for anyone~~ is available to the public.

APPLICABILITY:

This Electronic Communication System is applicable to all DDSN Agency Directives and DDSN Commission Policies.

QUALITY ASSURANCE:

The Division of ~~Quality Management~~ Policy is responsible for the administration of the Electronic Communications System.

Susan Kreh Beck
Associate State Director-Policy
(Originator)

Beverly A.H. Buscemi, Ph.D.
State Director
(Approved)